

DataWarehouse Training

FINET reports with Cognos ReportNet

August 2006

Accessing the Web

The following steps will show you how to access Cognos Connection through the Internet and how to log off.

Step 1: Access the Internet

Click on **Internet Explorer**



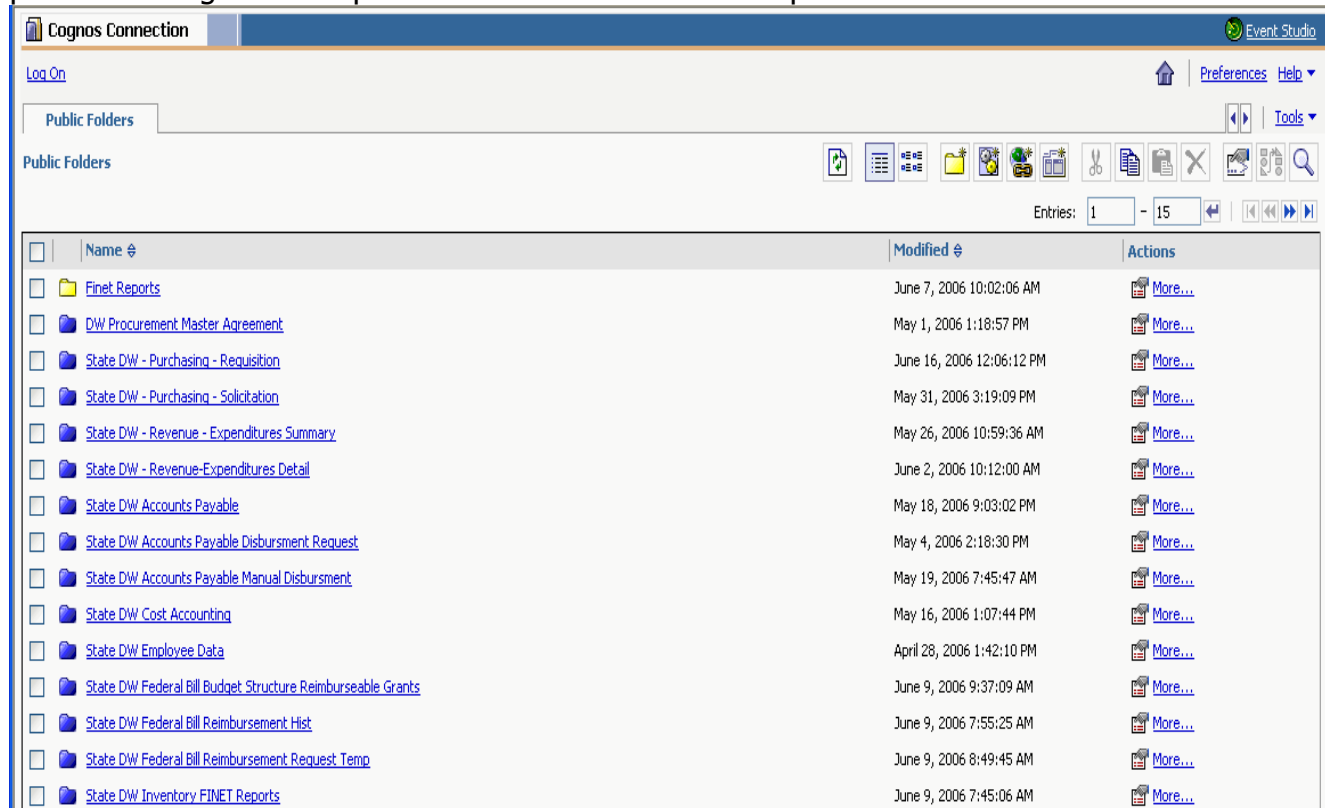
Step 2: Access Cognos Connection

If you are using a printed version of this document, type

<http://utstficc.finance.utah.gov/cognos8/cgi-bin/cognos.cgi> on the address line of Internet Explorer. If you are using a Word version of this document, hold down the Ctrl button while clicking on the link or copy and paste it into the address line of Internet Explorer.

Address

Press Enter. The Cognos Connection Reports screen will display. The Cognos Connection portal is a single access point to all data available in ReportNet

The screenshot shows the Cognos Connection web application. At the top, there's a blue header bar with the "Cognos Connection" logo on the left and "Event Studio" on the right. Below the header, there's a navigation area with "Log On" and "Public Folders" links. The main content area displays a list of reports under the "Public Folders" section. The list has columns for "Name", "Modified", and "Actions". Each report entry includes a folder icon, the report name, the last modified date and time, and a "More..." link. The reports listed include "Finet Reports", "DW Procurement Master Agreement", "State DW - Purchasing - Requisition", "State DW - Purchasing - Solicitation", "State DW - Revenue - Expenditures Summary", "State DW - Revenue-Expenditures Detail", "State DW Accounts Payable", "State DW Accounts Payable Disbursement Request", "State DW Accounts Payable Manual Disbursement", "State DW Cost Accounting", "State DW Employee Data", "State DW Federal Bill Budget Structure Reimbursable Grants", "State DW Federal Bill Reimbursement Hist", "State DW Federal Bill Reimbursement Request Temp", and "State DW Inventory FINET Reports".

Step 3: When you are finished using Cognos, simply click the X to exit.

Accessing the Reports

The **Public Folders** has the following buttons on the toolbar. These buttons show the actions that can be performed in the portal. The actions vary depending on where you are in the portal. Not all of them will be available when running FINET reports.

Refresh the portal



Show entries in a list



Shows detailed information for each entry



Create a folder



New Job



New URL



Create a page



Cut the selected entries



Copy the selected entries



Paste the clipboard contents to the current location



Delete the selected entries



Set Properties – Public Folders



Order



Search



The only thing you can use now is the FINET Reports folder. Click on the words [Finet Reports](#). A new set of folders will appear organized by report type.

The screenshot shows the Cognos Connection interface. The breadcrumb path is **Public Folders > Finet Reports**. A table lists various financial folders with their modification dates and 'More...' action links.

Name	Modified	Actions
Accounts Payable - AD01, AD02, EF03, AM05, AM06, WR15	June 7, 2006 10:20:32 AM	More...
Budget - AM32, AM33, AM61, AM62	June 7, 2006 7:00:46 AM	More...
Expenditure - AM01, AM02	June 7, 2006 7:01:02 AM	More...
Federal Bill - PB10, PB12, PB16, PB16, P6BP, SR51, SR52, SR53, SR54	June 7, 2006 7:01:26 AM	More...
Fixed Assets - FA00, FA2A, FA8A, FA7A, FA3B, FA9A, FA9B, X003	June 7, 2006 7:01:45 AM	More...
Inventory - IN40, IN51, IN52, IN53, IN54, IN70, IN90, IN120	June 9, 2006 9:38:40 AM	More...
Procurement - A640, EP01, EP05, EP06, EP07, EP10	June 18, 2006 9:50:05 PM	More...
Receivables - AR04, AR05, AR06, AR07	June 7, 2006 10:02:06 AM	More...
Revenue - AM11, AM12	June 7, 2006 2:52:57 PM	More...

Click on the Budget – AM32, AM61, AM62 folder. Now you have to decide how you want to display your report.

To view a report, click on the name of the report. Click on the [AM32 Line Item Appropriation Status](#).

The screenshot shows the Cognos Connection interface with the breadcrumb path **Public Folders > Finet Reports > Budget - AM32, AM33, AM61, AM62**. A table lists three reports with their modification dates and 'More...' action links.

Name	Modified	Actions
AM32 Line Item Appropriation Status	June 7, 2006 9:41:01 AM	More...
AM61 Revenue and Expenditure Account Status by Activity	June 7, 2006 6:59:32 AM	More...
AM62 Revenue and Expenditures Account Status by Project	June 6, 2006 4:05:07 PM	More...

A prompt page will appear.

FINANCE
QUALITY FINANCIAL INFORMATION

Data Warehouse

AM 32 - Line Item Appropriation Status

Fund:

Department: *

Line Item: *

Fiscal Year: *

Fiscal Period: *

* Required information

Cancel < Back Next > Finish

Fill in Fund **1000**; Department **600**; Line Item **NJAA**; Fiscal Year **2007** and Fiscal Period **02**. Click on **Finish**. You should see something that resembles the picture below.

Cognos Viewer - AM32 Line Item Appropriation Status

Log On

REPORT ID: AM32

State of Utah - FINET
Line Item Appropriation Status



Fiscal Year: 2007


Fund: 1000 (GF) General Fund Unrestricted
Approp: NJAA Workforce Services

Dept: 600 Dept of Workforce Services

Line Item	Appropriated Amount	Estimated Revenue	Total Budget Authority	Actual Revenue	Expenditures	Estimated Revenue Basis	Actual Revenue Basis	Revenue Variance
NJB DWS Centralized Service Delivery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJC DWS Administrative Support	\$0.00	\$249,648,300.00	\$249,648,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJE DWS Pass Through	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJH DWS Service Delivery Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJL DWS Regional Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJT DWS Client Service Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJAA Workforce Services	\$0.00	\$249,648,300.00	\$249,648,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
600 Dept of Workforce Services	\$0.00	\$249,648,300.00	\$249,648,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000 (GF) General Fund Unrestricted	\$0.00	\$249,648,300.00	\$249,648,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary	\$0.00	\$249,648,300.00	\$249,648,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

If you want to print a report, you will need to use the Run with Options button.

<input type="checkbox"/>	Name	Modified	Actions
<input type="checkbox"/>	 AM32 Line Item Appropriation Status	June 7, 2006 9:41:01 AM	    More...

It's the  icon on the line. When you click that you get to specify how to display your report and when to print it.

Run with options - AM32 Line Item Appropriation Status

Select how you want to run and receive your report.

Format:

Language:

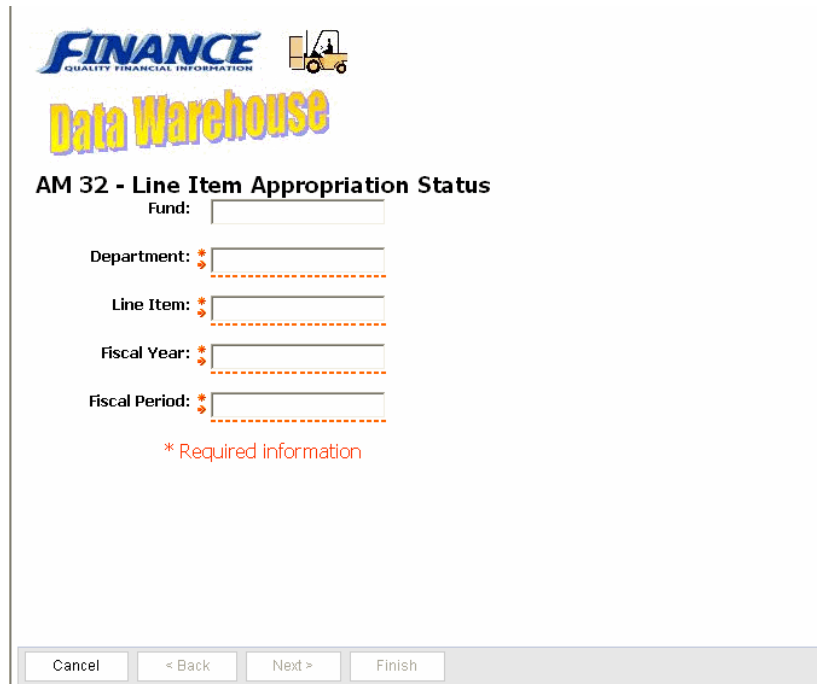
Delivery:
☒ View the report now
☐ Print the report in PDF format:
 [Select a printer...](#)

Prompt values:
No values saved
☒ Prompt for values

The drop-down box under format allows you to pick what format to display your report. The default is HTML. This is normal web display but doesn't always print formatted reports nicely. To print the report, choose PDF from the dropdown box.

Under the English language box is a set of radio buttons to either view the report to decide to print it or to send it straight to a printer. You must know your printer's exact name to use the second option. It always a good idea to view the report first to ensure it contains the information you want.

Click the run button at the bottom of the page to get the prompt page.



FINANCE
QUALITY FINANCIAL INFORMATION

Data Warehouse

AM 32 - Line Item Appropriation Status

Fund:

Department:

Line Item:

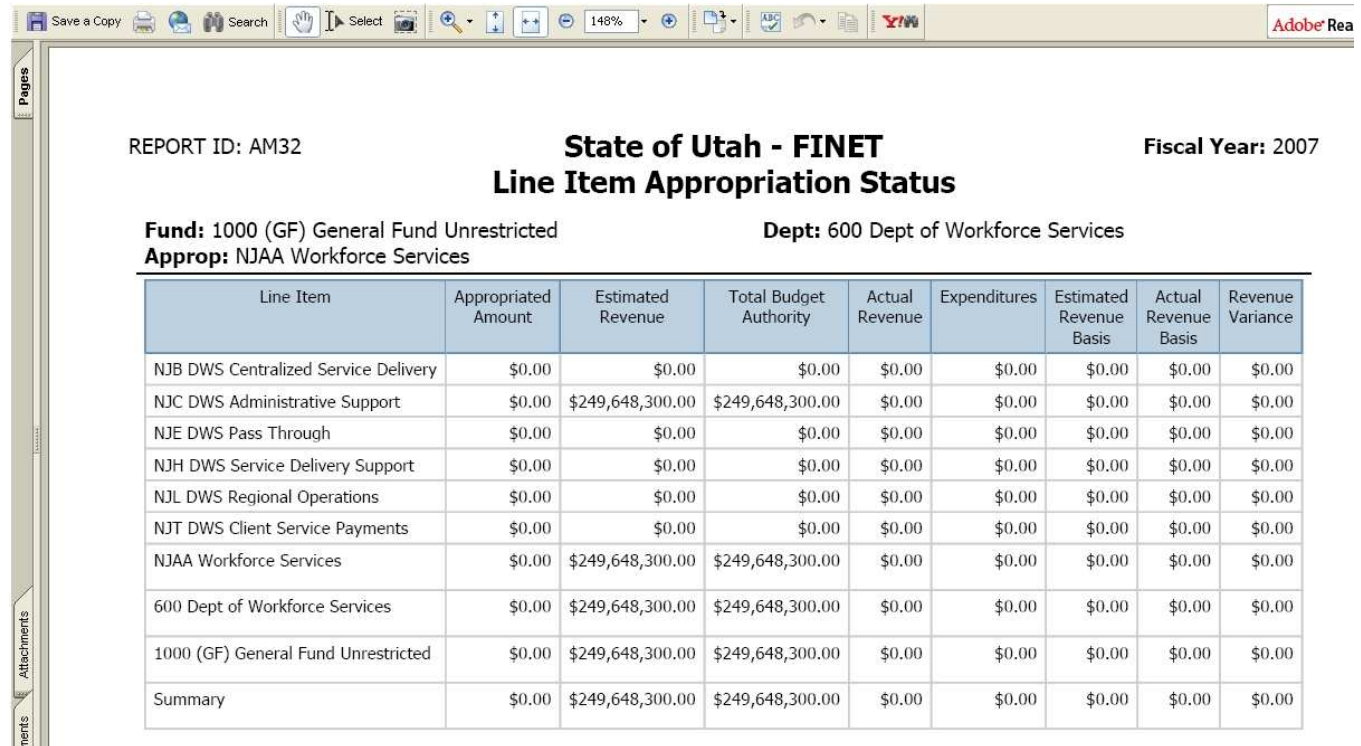
Fiscal Year:

Fiscal Period:

* Required information

Cancel < Back Next > Finish

Fill in Fund **1000**; Department **600**; Line Item **NJAA**; Fiscal Year **2007** and Fiscal Period **02**. Click on **Finish**. You should see something that resembles the picture below.



REPORT ID: AM32

State of Utah - FINET

Line Item Appropriation Status

Fiscal Year: 2007

Fund: 1000 (GF) General Fund Unrestricted

Dept: 600 Dept of Workforce Services

Approp: NJAA Workforce Services

Line Item	Appropriated Amount	Estimated Revenue	Total Budget Authority	Actual Revenue	Expenditures	Estimated Revenue Basis	Actual Revenue Basis	Revenue Variance
NJB DWS Centralized Service Delivery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJC DWS Administrative Support	\$0.00	\$249,648,300.00	\$249,648,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJE DWS Pass Through	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJH DWS Service Delivery Support	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJL DWS Regional Operations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJT DWS Client Service Payments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NJAA Workforce Services	\$0.00	\$249,648,300.00	\$249,648,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
600 Dept of Workforce Services	\$0.00	\$249,648,300.00	\$249,648,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1000 (GF) General Fund Unrestricted	\$0.00	\$249,648,300.00	\$249,648,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Summary	\$0.00	\$249,648,300.00	\$249,648,300.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

If this is the information you want to print, click the picture of the printer button on the PDF tool bar. DO NOT USE THE FILE/PRINT OPTION ON THE INTERNET EXPLORER TOOLBAR.

Accessing other reports

To run reports in other folders, click on the words [Finet Reports](#) in the path that appears above the current report list box.



To exit, click the red X box in the upper right hand corner.